



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: February 22, 2017

Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Dave Repinski, Sandy Wormet, John Atkinson, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, David Moore, Renee Greenland, and John Earl

Absent: Joy Casperson, Scott Beard, and Bob McClyman

Unexcused Absence: None

Staff Present: Chris Utley, Lisa Williams, and Wendy Schneider

Guests Present: None

Opening

1. John Earl called the meeting to order. Roll call was taken with 12 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by David Moore to adopt the February 22, 2017 meeting agenda. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

Motion was made by Renee Greenland to adopt the December 14, 2016 meeting minutes. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

2. President's Comments

John mentioned we hope to begin construction on The John Wenum Family Apartments by April 1st and we are looking ahead to our next senior housing project in the Village of Necedah. He welcomed Wendy Schneider to the agency. John thanked board members for their attendance at the meeting.

3. Executive Director's Report

Fred welcomed all board members and staff and expressed gratitude to everyone for their time and dedication to the agency. Board members are welcome to visit Fred and the agency at any time. Fred met with the National Exchange Bank one year ago in February at which time

they awarded the agency \$75,000 for crisis assistance in Adams, Columbia, and Dodge counties. The agency was diligent in spending down the fund and recently sent a report to National Exchange Bank detailing expenditures; we hope to receive another award. We recently celebrated the 14 year anniversary of our Wisconsin Dells building and are considering replacing part of the board room carpet with vinyl. Staffing is stable at this time. The Tomah Hospital - Hospice moved out of our Adams building, however Kwik Trip will be temporarily moving in. We are always looking at program and geographic expansion to keep the agency moving forward, i.e., Section 8 in Eau Claire, affordable housing projects, etc. The Wisconsin Dells building is sustaining itself with many rental payments helping to pay down the mortgage. Fred will be seeking advice from the board on a pending food pantry issue. He is working with Wendy on transitional housing for a Mauston client.

Motion was made by David Moore to adopt the February 22, 2017 Executive Director's Report. Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

No report

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of January 13, 2017. Charlie Krupa called the meeting to order. Roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the November 11, 2016 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Progress Report. Fred gave an update on the John Wenum Apartments project with completed wetland indicator clearance, archeological study, and acoustic evaluation; we await the State contract. Dells Lot #2 has been posted on Craig's List. We started work on the grant application for our next Senior Housing Project in the Village of Necedah. Management transfer of Kenwood Properties, Inc. to CWCAC, Inc. was completed January 1st. We received final payment of \$20,547.16 from Reedsburg Housing Associates, LLC for Babb Creek Apartments. Upon final word from the Division of Housing that Contract #335 has met all requirements, a letter will be sent to Greg Schmidt indicating our separation from Reedsburg Housing Associates. Fred reported that New Beginnings is discussing budget concerns regarding the Men's Shelter and Women's/Families Shelter in Beaver Dam. The next meeting will be held on Friday, March 10, 2017.

Motion was made by Stacy Ewert accept the PBP Committee Report of January 13, 2017. Seconded by Dave Repinski. Passed

unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of January 13, 2017. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the December 9, 2016 EPF&A Committee meeting. Sue Mischock has been assisting in Reception; Rose Merrett will be learning Susan Halbach's job. Kari Labansky presented the Finance Report. Interim Testing for the WIPFLI Audit will be on January 30th through February 1st with the final audit scheduled for March 27th through the 31st. Updated signatures were required for the guardianship BMO Harris accounts. Motion passed by unanimous vote approving the Finance Report with thanks to Kari. We received final payment of \$20,547.16 from Reedsburg Housing Associates, LLC for Babb Creek Apartments. Upon final word from the Division of Housing that Contract #335 has met all requirements, a letter will be sent to Greg indicating our separation from Reedsburg Housing Associates. Committee members discussed Board Training ideas. Motion passed by unanimous vote to prepare a form listing each of our programs for review at the next EPF&A Committee meeting. Committee members discussed Board Bi-Annual Appointments of Area Representatives and Low-Income Representatives Elections. Fred reported the City of Portage may accept a transfer of Portage mortgages to them from our Home Rehab Program in lieu of CWCAC repaying them for a Community Development Block Grant Project which included costs that were not reimbursable from the State. A list of the insured values of our buildings was reviewed. The next meeting will be held on Friday, February 10, 2017.

John Earl asked board members to review the EPF&A Committee report of February 10, 2017. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the January 13, 2017 EPF&A Committee meeting. Agency is stable as of this date. The committee recognized the first anniversary of the passing of our former board member, Joan Koscal. Kari Labansky presented a report on the agencies' December cash balances. Board Training was discussed in detail; March 15th was selected as the date beginning at 10:00 am. By consensus the top two topics will be presented planned for 30 minutes each. The Low-Income Board Member selection process will be conducted in March at a food pantry site in each of our five counties. The City of Portage Community Development Block Grant dilemma has been resolved. CWCAC transferred five home rehab mortgages to the City of Portage. Attached is a Resolution of Agreement not discussed or shared at the EPF&A Committee but should be entered as a document for our Board Meeting proceedings. Our board meeting agenda and format was discussed resulting in the following: a) Redefining "Unfinished Business" and "New Business". New Business should be defined as any topic or related business not previously discussed. Unfinished Business would be

Action Items requiring board action, e.g., motions not acted upon previously; and b) Both EPF&A and PBP Committee reports will be condensed to expressions as "highlights" (An assumption is that all board members have read minutes of committee proceedings prior to the board meeting). We await the Division of Housing contract for The John Wenum Family Apartments project. Our second senior project designated for the Village of Necedah was discussed resulting in a consensus to pursue an 11 unit concept. An interested party has expressed interest to purchase our second lot in Mauston. A letter of intent was received on February 9th with an offer of \$8,500. By unanimous vote, the committee moved to make a counter offer of \$12,500. This will be presented to the full board. The next meeting will be held on Friday, March 10, 2017.

Motion was made by Donna Maly to accept the EPF&A Committee Reports of January 13, 2017 and February 10, 2017. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

6. Program Reports
 - a. Weatherization
 - b. Homeless
 - c. Hunger Reduction

Chris Utley presented the Weatherization Program Report. He shared a Weatherization Quality Assurance Inspection letter from the Department of Administration, Division of Energy reflecting a nearly perfect score. They also recently conducted the same inspections for Energy Assistance reflecting a perfect score. At the annual Energy Services Conference held at the end of January, they reported that we are one of the leaders in energy savings. With the new federal administration, we await budget amounts for the coming year. Total clients served were 130 including 151 audits done and a service goal of 393. To date 97 freezers/refrigerators, 38 furnaces, and 49 water heaters were installed. Wendy Schneider presented the Homeless Unit Program Report. In 2016, we served 292 households including 774 individuals with a total cost of services at \$273,825. In January 2017 we served 220 individuals with a total cost of services at \$27,733.64 and 37 rental assistance payments made. Total amount of the National Exchange Bank Grant spent through the Homeless Unit in January was \$7,193.61. The Point-In-Time Survey is conducted at the end of January and July; we partner with many different agencies in the area to locate homeless individuals and that count is used to request funding. The survey conducted at the end of January was successful with a total of 10 people found in a five county area. Linda Faivre in our Baraboo office is retiring on March 15th; Jacob Johnson will be replacing Linda; Mary Thurow will be replacing Jacob Johnson. Our Transitional Housing grant through the Balance of State Continuum of Care was funded. We are switching from Transitional Housing to Rapid Rehousing which means we get the homeless into housing first and then assist with available resources. Lisa Williams presented the Hunger Reduction Program Report. In

January, our 16 food pantries have served 3,959 households and 9,666 individuals including 244,309 pounds of non-USDA commodities. On January 25th, HUD issued a voucher freeze across the nation. We await the new budget coming out in July; however we have a contract with WHEDA through the end of the year so the budget should remain unchanged until then. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, and Washburn, as well as the City of Eau Claire. We have 625 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. This provides 1,172 individuals with rental assistance. The monthly payables account came to \$250,569.90 which equals an average of \$369.57 per unit cost which is paid to the landlord and/or utility company. We also have 53 veterans vouchers through our VASH voucher program. We have experienced an influx of J1 Students at our Wisconsin Dells Food Pantry; we are looking into a suitable resolution.

Motion was made by David Moore to accept the Weatherization, Homeless, and Hunger Reduction reports of February 22, 2017. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

7. Unfinished Business

Motion was made by David Moore to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit Committee recommendation of making a counteroffer to Jerome Bence, W178 N9912 Rivercrest Drive, #101, Germantown, WI 53022, who made an offer to purchase our Mauston Lot #2 (Tax ID #29-251-1652.10). The counter offer will be in the amount of \$12,500." After discussion, motion was made by Charlie Krupa to postpone the counteroffer until we hear back from the City of Mauston regarding the property zoning changes and if there are no zoning changes we have the option of counteroffering with an increased dollar amount; this will be revisited at the April Board Meeting. Seconded by Donna Maly. Passed unanimously by show of hands. MOTION CARRIED.

8. New Business

Fred and board members discussed the influx of J1 Students at our Wisconsin Dells Food Pantry. Fred mentioned that with the food pantry open tomorrow, we will still serve the students until he has a chance to meet with community members to review options for a suitable resolution. After discussion, motion was made by Dave Repinski that Fred should contact the Mayors of Wisconsin Dells and Lake Delton and report the results of the meetings in a letter to the board in case further action is needed. Fred has discretion to move forward with the process. Seconded

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by John Wenum. Passed with 11 yes votes and one no vote. **MOTION CARRIED.**

9. **Next Meeting**

Wednesday, April 26, 2017 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

Signed by:


Fred Hebert, Executive Director

February 23, 2017

Date